

ADMINISTRATIVE - INTERNAL USE ONLY

ANNUAL REPORT OF RECORDS HOLDINGS

Division or Staff: Building Planning Staff, OL

Date: 10 June 1969

STATINTL

Records on Hand 30 June 1969:

No. of CUBIC FEET of records in letter or legal size
safes or cabinets (measure 1 full safe drawer as 2
cubic feet; 1 36" Conservafile drawer as 3 cubic feet)

9

No. of LINEAR FEET of other odd-size office records

3 x 5

4 x 6

5 x 8

IBM Cards

Indices

Aperture Cards

Microfilm

Tab Cards

No. of Reels of Magnetic Tapes

No. of linear feet of records or publications contained
in bookcases or shelving

1

No. of Linear feet of records housed in other equipment,
specify (vaults, rotary files, etc.)

No. of Linear feet of non-record books, library books,
periodicals, and newspapers

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No. of cubic feet of records destroyed within your office
during the past fiscal year (exclusive of disposition
at the Records Center). If certificates of destruction
have not been previously submitted, prepare and submit
in accordance with LI 70-6.

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